



State of Louisiana
DIVISION OF ADMINISTRATION
OFFICE OF HUMAN RESOURCES

M. J. "MIKE" FOSTER, JR.
GOVERNOR

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COMMISSIONER OF ADMINISTRATION

DIVISION OF ADMINISTRATION

PERSONNEL POLICY NO. 52 (Replaces DOA Personnel Policy No. 44)

EFFECTIVE DATE: August 5, 2002; Revised December 23, 2002;
Revised March 31, 2003

SUBJECT: Flexible Maximum Hire Rate For Professional
Level Information Technology (IT) Jobs

AUTHORIZATION: Whitman J. Kling, Jr., Deputy Undersecretary

I. POLICY:

In accordance with authority granted by the Civil Service Commission, it is the policy of the Division of Administration (DOA) to implement a Flexible Maximum Hire Rate for professional level information technology (IT) positions.

II. PURPOSE:

The purpose of this policy is to provide the DOA with a tool that allows for flexibility in pay for recruitment and retention purposes.

III. APPLICABILITY:

This policy shall be applicable to all sections of the DOA, both ancillary sections and appropriated sections.

IV. PROCEDURE:

As of March 31, 2003, individuals hired in positions that are in the job titles listed in **Addendum A**, will be hired at the established Special Entrance Rate, which is also shown in Addendum A.

Personnel Action Requests (PAR) requesting an appointment in these job titles must reference the Special Entrance Rate in the "Remarks" portion of the PAR.

V. QUESTIONS:

Any questions regarding this policy should be directed to the Office of Human Resources.

ADDENDUM A

Effective March 31, 2003, the Civil Service Commission approved statewide Flexible Maximum Hire Rates for professional level information technology (IT) jobs.

The following chart reflects:

1. The title, job code and TS level of the jobs for which the DOA is implementing the Flexible Maximum Hire Rate,
2. The March 31, 2003 minimum of the pay grade of the jobs affected, and
3. The actual hire rates that will be utilized by the DOA when filling affected positions in these jobs from March 31, 2003 forward.

Title	Job Code	TS Level	Biweekly Minimum 3/31/03	Biweekly Hire Rate 3/31/03
Information Resources Asst. Dir.	165960	319	2130.40	\$2408.00
IT Applications Manager 1	163060	315	1625.60	\$1837.60
IT Applications Manager 2	163070	316	1739.20	\$1965.60
IT Applications Programmer 1	163000	307	945.60	\$1069.60
IT Applications Programmer 2	163010	309	1083.20	\$1224.80
IT Applications Prog/Analyst 1	163020	310	1159.20	\$1310.40
IT Applications Prog/Analyst 2	163030	312	1327.20	\$1499.20
IT Applications Project Leader	163050	314	1519.20	\$1716.80
IT Center Operations Manager 1	163290	314	1519.20	\$1716.80
IT Center Operations Manager 2	163300	316	1739.20	\$1965.60
IT Data Base Analyst 1	163430	310	1159.20	\$1310.40
IT Data Base Analyst 2	163440	312	1327.20	\$1499.20
IT Data Base Analyst 3	163450	314	1519.20	\$1716.80
IT Data Base Commission Director	163460	318	1991.20	\$2251.20
IT Deputy Director	163470	317	1860.80	\$2104.00
IT Director 3	163500	319	2130.40	\$2408.00
IT Geographic Asst. Support Analyst	163310	309	1083.20	\$1224.80
IT Geographic Manager	163360	316	1739.20	\$1965.60
IT Geographic Project Supervisor	163350	314	1519.20	\$1716.80
IT Geographic Sr. Support Analyst	163330	312	1327.20	\$1499.20
IT Geographic Support Analyst	163320	310	1159.20	\$1310.40
IT Liaison Officer 1	166350	306	884.00	\$1000.00
IT Liaison Officer 2	166360	308	1012.00	\$1144.80
IT Liaison Officer 3	166370	310	1159.20	\$1310.40
IT Liaison Officer 4	166380	311	1240.00	\$1401.60

Title	Job Code	TS Level	Biweekly Minimum 3/31/03	Biweekly Hire Rate 3/31/03
IT Liaison Officer Manager	166400	314	1519.20	\$1716.80
IT Liaison Officer Supervisor	166390	313	1420.00	\$1604.80
IT Management Consultant 1	163160	314	1519.20	\$1716.80
IT Management Consultant Supv.	163180	316	1739.20	\$1965.60
IT Statewide Director	163530	321	2438.40	\$2757.60
IT Statewide Project Leader	163520	318	1991.20	\$2251.20
IT Statewide Project Officer	163510	316	1739.20	\$1965.60
IT Statewide Systems Analyst 1	163370	309	1083.20	\$1224.80
IT Statewide Systems Analyst 2	163380	312	1327.20	\$1499.20
IT Statewide Systems Analyst 3	163390	314	1519.20	\$1716.80
IT Statewide Systems Asst. Dir.	163410	317	1860.80	\$2104.00
IT Statewide Systems Director	163420	318	1991.20	\$2251.20
IT Statewide Systems Manager	163400	315	1625.60	\$1837.60
IT Technical Support Analyst 1	163080	307	945.60	\$1069.60
IT Technical Support Analyst 2	163090	309	1083.20	\$1224.80
IT Technical Support Manager	163150	316	1739.20	\$1965.60
IT Technical Support Specialist 1	163100	310	1159.20	\$1310.40
IT Technical Support Specialist 2	163110	312	1327.20	\$1499.20
IT Technical Support Specialist 3	163120	313	1420.00	\$1604.80
IT Technical Support Supervisor	163140	315	1625.60	\$1837.60
IT Telecom. Admin.	120480	320	2279.20	\$2576.80
IT Telecom. Analyst Manager 1	157380	313	1420.00	\$1604.80
IT Telecom. Analyst Manager 2	157390	315	1625.60	\$1837.60
IT Telecom. Technical Analyst 1	126380	309	1083.20	\$1224.80
IT Telecom. Technical Analyst 2	126390	310	1159.20	\$1310.40
IT Telecom. Technical Analyst 3	126400	311	1240.00	\$1401.60
IT Telecom. Technical Services Admin.	120500	317	1860.80	\$2104.00